

DUTY STATEMENT

TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)

23-129 **PROPOSED****ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I	E. POSITION WORKING TITLE Acquisition & IT Program Management Specialist	
F. CURRENT POSITION NUMBER 695-248-1402-004	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-280-1402-004	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Acquisition & IT Program Management/IT Program Management, Prospect Green	I. SUPERVISOR NAME AND CLASSIFICATION Information Technology Supervisor II	
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) 40 HOURS, M-F, 8:00AM-5:00PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	Organizational Setting and Major Functions Under the direction of the IT Program Management (ITPM) Information Technology Supervisor II (IT Sup II), the Information Technology Specialist (IT Spec I) I will perform a wide variety of high degree tasks participating and developing the acquisition strategies which include analyzing, tracking, reviewing, and developing complex program management services for the department. This also includes document preparation and review; oral communications; workflow diagrams, statistical, other record keeping; and reporting.
% of time performing duties 45%	Essential Functions <ul style="list-style-type: none">• Work independently to develop, review and analyze technical documents for new and established complex program management services and coordinate, draft, finalize complex purchase orders, personal services contracts, Vendor Hosted Solution Services (VHSS) work authorization, service requests and amendment documents.• Conduct technical market research, and Request for Information of medium to complex technology solutions.• Interpret raw technical requirements by customer departments and clearly translate information into comprehensive procurement requirements.• Clearly communicates, interprets, and evaluate technical aspects of procurement to vendors.• Establish a structured complex process for VHSS.• Create diagrams, work flow, plans, roles & responsibilities, intake process, and program operation for ITPM and VHSS.• Participate in Project Management meeting for various California Department of Technology (CDT) Project efforts.
35%	<ul style="list-style-type: none">• Conducts complex contract management, analysis, and review of VHSS.• Coordinates, schedule, and establish technology and services being requested as service offering.• Tracks, monitor, and reports vendor performance, contract deliverables, budget funding, and cost overruns.• Conducts vendor management by tracking, managing, coordinating, and communicating with customers and vendors regarding current/expiring contracts, renewals, performance, issues, and resolutions.• Negotiate complex and sensitive contractual IT requirements and prepare the appropriate contract, whether it is for purchase, lease, software license, rental, or personal services. This entails writing customized language, researching public contract code, and negotiating such

15%

in order to maintain the State's best interest and meet all public policy and laws in effect at any given time.

- Review contract deliverables.
- Review and approve invoices.
- Maintain and manage expiring contract lists.
- Track and monitors issues and find resolutions.
- Resolve disputes and conflict on deliverables, schedules, contract terms, and invoices from the vendors.
- Coordinate and communicate with vendors and customers to get timely renewal of contract.

5% of time
performing duties

Marginal Functions

- Attend meetings as required and document and respond to open issues
- Archive information and materials
- Use personal computers associated with word processing spreadsheet, graphic software application as necessary

Work Environment Requirements

- Monday through Friday; 8:00 am until 5:00 pm. (*hours may be negotiable with the hiring supervisor*)
- Periodic travel may be required
- Ability to sit for extended periods of time and have full movement from a sitting position to retrieve files above the head is required
- Ability to use personal computer and telephone (adaptive equipment may be utilized) is required
- Ability to retrieve and replace files that contain paper documents with a thickness of four inches is required

Allocation Factors

Supervision Received:

The IT Spec I will receive direction from the IT Sup II. The IT Spec I must operate with independence in performing duties and has an in depth understanding of all procurement methods, their unique applications, and when to apply them. This position requires the analyst to utilize independence, creativity and ingenuity in processing procurement requests.

Actions and Consequences:

Lack of proper guidance and advice would have significant consequences to the Department of Technology and/or its customer departments, which could impact vital services to state entities, its employees, and/or citizens. The inability to translate specifications either verbally or in writing may cause delays in project schedules or purchasing incorrect or incompatible goods and services. Poor judgment or technique could result in serious delays in production for customers, loss of confidence in the Department as a processing entity, potential lawsuits, loss of millions of dollars in revenue, or increased costs to the Department as well as the customer and vendor communities.

Personal Contacts:

The IT Spec I is expected to have daily contact with various vendor groups, control agencies and/or contractors/consultants. Additionally, during the course of normal duties, the IT Spec I may be required to present to the Information Technology Manager I, Information Technology Manager II, Chief Administration Officer, Executive Management, Control Agencies, etc. It is important that the IT Spec I operates in a professional and discreet manner, as confidentiality is critical.

Administrative and Supervisory Responsibilities:

N/A

Supervision Exercised:

N/A

Other Information

Desirable Qualifications:

- Experience with all phases of state procurement and contracting processes related to software.
- Experience in applying PCC, UCC, GC, SAM, SIMM, and SCM.
- A strong background in the nomenclature of the IT industry in order to provide procurement direction to technical staff and clients for IT project planning.
- An ability to maintain confidentiality.
- A dependable, responsible and positive attitude.
- An ability to maintain consistent, predictable attendance in the performance of these specific functions.
- Willingness to accept challenges, and handle multiple projects simultaneously.
- An ability to effectively handle stress and deadlines.
- An ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers.
- Experience working with automated financial systems and databases.
- A sense of urgency when prioritizing daily work assignments.
- An ability to analyze data and interpret into a procurement methodology which best fits the data center and its clients.
- An ability to follow and apply the requirements of the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) programs.
- Tact and good independent judgment, as well as professionalism and discretion.
- An ability to change priorities quickly.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE